

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
DIVISION OF CONSERVATION SERVICES
Filing Deadline: Tuesday, July 31, 2007 by 3:00 pm**

**OUTDOOR RECREATION PROJECTS
Massachusetts Urban Self-Help and Strategic Urban Recreation Fund
Federal Land and Water Conservation Fund
APPLICATION FORM – FY08 ANNUAL GRANT ROUND**

Program Regulation Reminder: it is understood that any property acquired or developed with urban self-help grant assistance is open to all citizens of the commonwealth, and that no major alteration of this property, or changes in the proposed uses can take place without the prior approval of the secretary of the Executive Office of Energy and Environmental Affairs, and where necessary by The National Park Service and the General Court. All properties for which grant assistance is provided must be open to the general public (not residents only) for appropriate recreational use and must be protected open space under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, dedicated to public outdoor recreational use.

Eligibility – communities must:

- 1) *Have an approved or draft Open Space and Recreation Plan on file with the Division of Conservation Services (if a draft is submitted, a condition of final payment will be to obtain DCS approval of the final report);*
 - 2) *Have no unresolved protected open space conversion issues with the Executive Office of Energy and Environmental Affairs. (see EOEEA Article 97 Disposition Policy at:
<http://www.mass.gov/envir/mepa/fourthlevelpages/article97policy.htm>).*
- ❖ Projects involving renovations of the same theme in multiple parks, such as resurfacing playgrounds, may be packaged into one application. Unrelated renovations must be submitted as individual applications.
 - ❖ Municipality's portion of the Urban Self-Help grant cannot come from any other state funding source. (CPA funds CAN be used for the municipality's portion of the cost.)
 - ❖ DCS will host a "How-To" workshop on Wednesday, May 30, 2007 from 10:00 am to 12:00 pm in Boston at 100 Cambridge Street, Conference Room, Second Floor. RSVP at (617) 626-1171 or email melissa.cryan@state.ma.us. Both the workshop presentation and answers to questions received will be posted on the DCS website.

SUBMITTING APPLICATIONS:

All Applications are due no later than 3:00 pm on Tuesday, July 31, 2007. Any application received after the deadline will be rejected. A postmark will NOT be accepted for verification of date of submission. Applications will NOT be accepted by fax machine or electronic mail. The outside of the package holding the Application and copies should be clearly marked: FY08 URBAN SELF-HELP GRANT ROUND. One original and two (2) copies of the application must be submitted to:

Melissa Cryan
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Only the original submission must be provided in hard copy format and include the appraisal report(s), if applicable. The copies of the application may be submitted as one concise document (including maps) in digital format compatible with Microsoft Office 2000 or Adobe Acrobat, and no additional copies of the appraisal report(s) are required. Applicants considering delivering documents to EOEEA by hand are reminded that Boston is experiencing significant construction in the Government Center area and travel delays should be anticipated. Please allow plenty of time for travel into and out of the city. Applications will be accepted PRIOR to the deadline.

The application package contains the following documents. Each document contains important information on the application and the grant program in general. Be sure to read the entire package prior to applying for grant funding.

- | | |
|----------------------------------------------------------|-----------------------------------------------|
| ◆ Secretary's Announcement Letter | ◆ Outdoor Recreation Program Application Form |
| ◆ DCS Director's Memo to Prospective Applicants | ◆ Outdoor Recreation Project Selection System |
| ◆ Outdoor Recreation Program Application Step Procedures | ◆ Regional and Statewide Usage Report |
| | ◆ Sample Municipal Vote |

- ◆ Appraisal Report Requirements
- ◆ Program Regulations
- ◆ Attachment A: Boundary Map Guidelines

- ◆ Attachment B: LWCF Proposal Description and Environmental Screening Form

Grant Award Schedule:

Application Release Date:	April 2007
Workshop Date:	May 30, 2007
End of Question Period	June 29, 2007
Application Deadline:	July 31, 2007
Site Inspections:	Completed by September 10, 2007
Award Announcement:	Anticipated announcement on or about 60 days from Application Deadline
Project Completion:	June 30, 2008 or June 30, 2009, depending on the project

OUTDOOR RECREATION PROJECT APPLICATION FORM FY2008

1. **Municipality or State Agency Department Name:**
Population (2000 U.S. Census):

2. **Project Name:**

Type of Project:

Acquisition – acreage

New Development

Renovation

Has this site received previous assistance: Yes No

3. **Contact Person:**

Agency:

Address:

Zip

Telephone:

Fax:

Email:

Please note: the contact person is the official representative for this project as authorized under item #14(b) of this application, usually not the chief municipal officer.

4. **Briefly describe the project on ONE attached page.** Use the Outdoor Recreation Project Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.

a.) Acquisition Projects:

- concise natural resource description including wildlife habitat, water resources, and soils
- rare species (include letter from NHESP)
- state designated Area of Critical Environmental Concern (ACEC)
- unique geologic or landscape feature
- historic or archaeological resource (include letter from MHC)

b.) Development or Renovation Projects

- describe facilities being developed
- describe community needs
- acres dedicated as park land
- site's interpretive services, environmental education
- brownfield projects must submit 21E evaluation
- innovative water recharge and reuse component
- environmental restoration project

c.) All Projects:

- accessibility for the disabled
- long-term detailed site maintenance/management plan that includes sources of funding and/or partnerships
- link to other recreation or conservation sites
- contains resources identified in the Watershed Action Plan
- water based recreation (include linear footage bordering water resource)
- cooperation of any other governmental agency (state, federal, county) or private nonprofit, fiscal or other
- located in a high growth area, high density area, Environmental Justice neighborhood, or town/city center
- access to a public transportation route and other urban center services
- component of an affordable housing project
- regional or statewide facility (communities applying either category should submit a Usage Report)
 - serves a regional population of 35,000 which reside within a radius of 25 miles
 - serves one or more urban area's residents living within one-hour driving radius
 - parking for 100 vehicles for regional status
 - parking for 200 vehicles for statewide status
 - provides adequate comfort stations and potable water outlets
 - serves all age groups (for either regional or statewide status)

5. Proposed Funding:

The Urban Self-Help program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible, **including design costs.** Force account labor is also ineligible. Mention any *previous, pending or anticipated* financial assistance on this project. Refer to Urban Self-Help regulations (Section 5.07) for eligible cost details.

Total Eligible Project Cost:

Urban Self-Help Request:

(52-70% based on Equalized Valuation Per Capita, confirm with DCS, maximum of \$500,000)

Municipal Share:

(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: (i.e. private donation to community, fund raising, etc.)

Grant Program Preference

Municipal applicants must state if the application is for funding through the Urban Self-Help Program and/or the Land and Water Conservation Fund program; please check off the appropriate box below. Municipal projects may be considered for funding under both the federal LWCF program and the Urban Self-Help Program (indicate this by checking off both boxes below as "yes"), but can only be approved for funding through one of the programs. EOEEA reserves the right to fund a municipal project from the program source it deems most appropriate and most beneficial to the overall needs of the Secretariat should the applicant apply to both state and federal grant programs.

Would you like to use this application to apply for an Urban Self-Help Program Grant?

Yes

No

Municipal applicants applying for a federal LWCF grant: Please note that the federal grant program has a 50% reimbursement rate. This is a separate source of funding and your community, if successful, can only receive an Urban Self-Help grant or a LWCF grant, not both. Would you like to use this application to apply for a LWCF grant?

Note: To be eligible for LWCF assistance applicants must complete and submit Attachment B.

Yes

No

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.

6. Project Type: Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03), and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- (a) Your municipality is an urban population center

- (b) Your project qualifies as a regional or statewide project (submit a Usage Report)
- (c) Your project qualifies as a "small town" project

7. Commonwealth Capital Application

Communities may submit their FY06 Commonwealth Capital Score or may submit for a score using the FY 06 criteria if they have not done so before (for more information see http://www.mass.gov/?pageID=ocdterminal&L=2&L0=Home&L1=Commonwealth+Capital&sid=Eocd&b=terminalcontent&f=ocdfontpage_commonwealthcapital&csid=Eocd).

Have you applied for a Commonwealth Capital Score? Yes No
FY06 Commonwealth Capital Score:

8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

9. Is the property permanently dedicated for park, playground, or recreation purposes? If not, please submit draft dedication language for DCS review as all USH projects must be dedicated for park, playground, or recreation purposes.

Yes No

Total acres of dedicated park land

10. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the Urban Self-Help regulations (for file records only).

Yes (copy attached) No

11. Municipal Open Space and Recreation Plan and *Massachusetts Outdoors 2006*

Describe how your project meets the recommendations in your current Open Space and Recreation Plan and cite the page number references to your plan. If we already have a copy of your plan, there is no need to submit another copy. Comment on how the project meets the regional demand for recreation based on *Massachusetts Outdoors 2006*: "Inferred Need for New Recreational Areas" under Chapter 5: The Regional Perspective. This document can be found online at <http://www.mass.gov/envir/dcs/global/publications.htm>.

12. Check the following if applicable to project (for file records only):

- | | | |
|-----|----|-----------------------------------------------------------------------------------------|
| Yes | No | Prime agricultural lands (see Ex. Order #193) |
| Yes | No | Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470 |
| Yes | No | Endangered species habitat: Contact MA Natural Heritage Program (508) 792-7270 |
| Yes | No | Scenic River designation |
| Yes | No | Wetland designation |
| Yes | No | 100 year floodplain |
| Yes | No | Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards |

Yes	No	Brownfield – 21E evaluation
Yes	No	Environmental Justice community/neighborhood
Yes	No	Acquisition involving relocation of residents, tenants, or businesses
Yes	No	Negotiated sale

Do you have a Purchase and Sales Agreement or Agreed Price?	Yes	No
If yes, Amount:	\$	
Is Clear Title available?	Yes	No
If no, is an eminent domain taking anticipated?	Yes	No
If yes, proposed pro tanto award amount:	\$	_____

Note that if clear title is not available, the town may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report #1

Valuation: \$
 Appraiser:
 Valuation Date:

Review Appraisal Report #2 – if land valued at over \$500,000

Valuation: \$
 Appraiser:
 Valuation Date:

Please note: if your project is selected for federal funding, the appraisal must be upgraded to the federal appraisal standards (“Yellow Book”) found at www.usdoj.gov/enrd/land-ack/yb2001.pdf.

13. Check if the following permits are required (for file records only):
- | | | |
|-----|----|--------------------------------------------------------------|
| Yes | No | U.S. Army Corps of Engineers (404 or Rivers and Waterways) |
| Yes | No | MA DEP Division of Wetlands & Waterways (617) 292-5518 |
| Yes | No | U.S. Coast Guard |
| Yes | No | U.S. Dept. of Agriculture (Zoos) |
| Yes | No | C. 131 s. 40 Wetlands (municipal conservation commission) |
| Yes | No | MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020 |

IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

14. Attach certification of:

- Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the **Chief Executive Officers legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
- Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6)).

 Date

 Signature of Chief Municipal Officer

 Name and Title (Typed)

 Duration of Term

Mailing Address: _____

Telephone: () _____

REQUIRED ATTACHMENTS (applications that are missing these items will not be accepted)

1. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to five years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, don't send another copy.)
2. **Acquisition Projects – Appraisal report(s)** as required by DCS. Note that projects selected for federal funding must upgrade the appraisal(s) to meet federal appraisal standards ("Yellow Book") found at www.usdoj.gov/enrd/land-ack/yb2001.pdf.
3. **Development & Renovation Projects – Site Development Plans and Cost Estimates.** Services of a professional design firm are recommended for renovation and development projects. Costs incurred prior to the signing of a state standard contract are NOT eligible for reimbursement.

REQUIRED ATTACHMENTS FOR LWCF APPLICANTS

(applicants must submit the attachments below in addition to the ones listed above)

1. **Plot plan or survey map** showing the project boundary, see Attachment A. The project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
2. **Massachusetts Historical Commission comments:** Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcnf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcnf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.
3. **LWCF Proposal Description and Environmental Screening Form** – See Attachment B.

RECOMMENDED ATTACHMENTS

(provides details to information requested and assists in project evaluation)

1. A **Cover Letter** on respondent letterhead that, at a minimum, identifies or discusses: the specific parcel(s) of land to be acquired or park(s) to be developed/renovated; a clear statement of the parcel(s)'s or park(s)'s importance to the community's recreation needs; any partnerships, financial or otherwise, formed to facilitate the project and/or long-term maintenance of the parcel(s); and a detailed project schedule.
2. **Project Description and Budget Details**, including a breakdown of how much is needed for design costs in FY08 and construction costs in FY09.
3. **Photographs** of site including any existing facilities and buildings.
4. **Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions, see Attachment A.). The boundary plan submitted with the project application becomes the permanent protected boundary for the site, and must be legally sufficient to identify the land to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
5. **USGS Locus Map** showing project site, any adjacent or nearby public or quasi-public land, nearby public transportation route(s), and EJ populations in project site area.
6. Sufficient materials that will allow **MassGIS** to create an accurate digital representation of the proposed site. These materials include either 1.) a USGS topological map or copy (including the name & date of the quad) with the site accurately drawn on it, with a copy of the site plan and/or a survey plan if available or 2.) a printout of the digital representation of the site on a USGS topological map background and a note indicating that the digital representation of the site has been emailed to dominique.pahlavan@state.ma.us in appropriate format (Massachusetts State Plane Meters NAD1983 Datum) with a subject line that includes the words "Urban Self-Help Program FY08 Grant Round".
7. **Evidence of public hearing on proposed project** (copy of actual newspaper ad or actual posted announcement). Concentrate on local neighborhood participation by posting notices with tenants associations, in local grocery stores, or with Community Development Corporations. Pay special attention to Environmental Justice neighborhoods in the community. Please look at EOEEA's Environmental Justice Policy online at www.mass.gov/envir/ej/default.htm to ensure proper outreach procedures in EJ neighborhoods.
8. **Usage Report** if your project is Regional or Statewide.
9. Certified copies of the following **municipal votes** (or draft warrant article or city council order, as necessary). Refer to the Sample Municipal Vote handout, which is included in the application package, for guidance.
 - Copy of municipal vote accepting the Conservation Commission (M.G.L. c.40 s.8c) and Park Commission (M.G.L. c.45 s.2) and current appointments to said Commissions.
 - Vote authorizing application; raising, borrowing or appropriating the total project cost (application item #14); and dedicating land to park, playground, or recreation purposes (application item #9).
10. Copy of property **deed** confirming municipal ownership and dedication to park, playground, or recreation purposes.
11. **Commonwealth Capital Score** – your community's FY06 Commonwealth Capital Score can be found online at <http://www.mass.gov/ocd/comcap.htm>. For questions on Commonwealth Capital email commcap@massmail.state.ma.us.
12. **Other State Agency Review** – If it is not possible to include their response in the application package to DCS, attach a copy of your cover letter requesting their input.
 - Massachusetts Natural Heritage and Endangered Species Program (MNHESP) at

www.state.ma.us/dfwele/dfw/nhesp/heritage).

- Massachusetts Historical Commission: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

13. LWCF Proposal Description and Environmental Screening Form – See Attachment B.

SUPPLEMENTARY DOCUMENTS ATTACHED IF APPLICABLE TO THE PROJECT

1. Copies of current leases, restrictions, or other rights or interests held by others in the property.
2. Fee Schedule.
3. Any necessary permits or applications for permits.

If selected, the Respondent will be required to execute the following forms in order to complete a contract:

- Urban Self-Help Project Agreement
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing

Applicants are encouraged to review these forms prior to submission of an application. With the exception of the Urban Self-Help Project Agreement, all other forms are available at: www.mass.gov/osd.

Projects selected for federal Land and Water Conservation Funds will be required to submit a Boundary Map and LWCF Proposal Description and Environmental Screening Form for the subsequent application that is submitted by EOEEA to the National Park Service. If selected for LWCF funding, the Respondent will also be required to execute the following forms in order to complete a contract:

- LWCF Project Agreement and SF424, 424C and 424D.
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing